

**Chesterfield County Parks & Recreation  
Facility Rental and User-Group Application**

Bensley Community Building

Center Director  
2900 Drewry's Bluff Road  
Richmond, Va. 23237  
Phone # 275-5321

Ettrick Community Building

Center Director  
20400 Laurel Road  
Petersburg, Va.  
Phone # 526-5596

These are physical address, not a mailing address

This facility application must be completed and returned to the appropriate Community Building Director or mail back to the Chesterfield County Parks and Recreation, P.O. Box 40, Chesterfield, Va. 23832, for rental/user-group confirmation of date. Please make checks payable to: **Treasurer, Chesterfield County**. Applicants must obey all relevant building information procedures.

**Rental Number** \_\_\_\_\_

**Applicant Information:**

Applicant Name: \_\_\_\_\_

Name of Organization Representing: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone: (Day)/ (Evening): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date Application Submitted: \_\_\_\_\_

**Program Information:**

Nature of Program/Event: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Time of Event(from): \_\_\_\_\_ to \_\_\_\_\_ (Include Room Set-up and clean up)

Number of people expecting: \_\_\_\_\_ Room needed: \_\_\_\_\_

Room Arrangement: \_\_\_\_ Classroom \_\_\_\_ Theater \_\_\_\_ Semi-Circle \_\_\_\_ See room design

Special Request Needs: \_\_\_\_\_

**Office Use Only**

Date Application Received: \_\_\_\_\_ Total Rental Charges: \$ \_\_\_\_\_

Application is: \_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_ Rental \_\_\_\_ User Group \_\_\_\_ Employee

Signature of Center Director \_\_\_\_\_

This is not a FINAL RESERVATION from. **Confirmation will be sent.**